

## **Living Hope Ministries Job Description**

Job Title: One-by-One Mentoring Ministry Director

Overview: The Director will be well trained in the area of ministry, committed to the Lord Jesus Christ, the building of God's Kingdom. The Director will have a proven desire to serve the urban population. The Director shall supervise the progress, growth and expansion of the One by One mentoring program. The Director will have the necessary administrative, interpersonal and judgment skills to lead this ministry.

### **Duties or Responsibilities:**

*I. Coordinating One-by-One:*

- A. Recruit and train site coordinators.
- B. Recruit Bible Club leaders.
- C. Recruit volunteer mentors, adding new mentors each year.
- D. Attend weekly staff meeting and devotions.
- E. Provide training workshops in September and January.
- F. Prepare, update and distribute mentors training manual.
- G. Prepare, update and distribute applications to mentors and students.
- H. Create budget for the program each year, turned in by the First Tuesday of May.
- I. Create a monthly article for the Newsletter, turned in to the office by the last Wednesday of each month.
- J. Plan at least two (2) outings each year for mentor and students to participate together.
- K. As children grow in age, expand program to continue the mentoring relationship with them.
- L. Update biographies on students and mentors as they join the program.
- M. Assist in developing satellite locations.
- N. Communicate weekly with mentors.
- O. Meet with site coordinators at least monthly.
- P. Create mentor job descriptions.
- Q. Create site coordinator job descriptions
- R. Pray for mentors and students daily.
- S. Encourage mentors and site coordinators regularly.

*II. Development:*

- A. Weekly, have one meeting with present financial partners and/or potential financial partners.
- B. Communicate with financial partners via receipts – personal notes.
- C. Participate in Holiday Dinner, Spring Celebration, Volunteer Appreciation Banquet and all fundraising events sponsored by Living Hope Community Center.

*III. Accountability:*

- A. 3<sup>rd</sup> Tuesday of each month update Board of Directors sharing concerns and praises.
- B. A monthly report will be submitted to the Executive Director summarizing your work for the previous month and goals for the upcoming month.
- C. The Executive Director will supervise the work of the Director, and will assist as needed in establishing goals.
- D. The Director will be evaluated by the Executive Director weekly the first 30 days of employment, every other week the next 60 days, once a month the next 90 days and one more at the anniversary of your first year. Annual evaluations will then be implemented. A written report will be provided to you and discussed with the Executive Director. A copy will also be given to the Board of Directors.

**Requirements / Qualifications:**

- Ø Minimum, one year of working with the mentoring program.
- Ø Proven administrative and people skills.
- Ø Growing knowledge of the urban environment.
- Ø Residence in Northeast Minneapolis.
- Ø Computer skills.
- Ø Bachelor's degree or comparable education background.

**Time Commitment:**

- 40-50 hours each week. The Directors workweek will vary through out the year. You will work with the Executive Director in establishing an agreed upon work schedule.
- This will be evaluated throughout the first year of employment.

**Supervisory Plan:**

- The Director will report to the Executive Director. Site coordinators will report to One-by-One Director. Mentors will report to Site Coordinators.
- The Director will have a weekly meeting with the Executive Director and will have a regular meeting with Site Coordinators. The Director will also be in regular contact via email with all mentors. There will be two training seminars for new and continuing mentors and site coordinators. There will be one annual meeting for the leaders of the various sites as well as any mentors wishing to attend.
- The Director of the One-by-One program will work as a part of the team serving the constituents of Living Hope.
- Provide oversight to situation's brought to you by Site Coordinators. Only after the Site Coordinator has determined they are not able to properly bring resolution to a situation should it be brought to the Director. Only after the Director has determined they are not able to handle the situation, should it be brought to the Executive Director. The decision of the Executive Director will be final.
- If during this process, the Director would like input from the Executive Director, please make that known.

**Other:**

- Letter of recommendation
- Performance appraisals – refer to section III D (Accountability).
- Training, and encouragement. One conference each year will be provided.
- Vacation

**Compensation:**

To be determined - Based on personal support raised

One-by-One Director Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_

Executive Director Signature \_\_\_\_\_ Date \_\_\_\_\_

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